

South Carolina

CORONAVIRUS

EMERGENCY SUPPLEMENTAL FUNDING

PROGRAM



FY 2020

Request for Proposals

South Carolina Department of Public Safety
Office of Highway Safety and
Justice Programs

Coronavirus Emergency Supplemental Funding Program

I. Introduction

The Coronavirus Emergency Supplemental Funding (CESF) Program was recently authorized by Division B of H.R. 748, Pub. L. No. 116136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations); 28 U.S.C. 530C to assist eligible states, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus. A jurisdiction was determined to be eligible for direct CESF funding through the U.S. Department of Justice's Bureau of Justice Assistance (BJA) if that jurisdiction was identified as eligible for funding under the FY 2019 State and Local Edward Byrne Memorial Justice Assistance Grant (JAG) Program. As the State Administering Agency (SAA) for the JAG Program, the South Carolina Department of Public Safety's Office of Highway Safety and Justice Programs (OHSJP) has been designated by the BJA to administer South Carolina's allocation of FY 2020 CESF Program funds.

II. Funding Policy

Grants pay for 100 percent of the project costs and, due to a retroactive federal grant start date of January 20, 2020, the state grant period for FY 2020 will also have a retroactive start date, including permissible project expenditures from January 20, 2020 – December 31, 2020. The OHSJP plans to release an additional CESF solicitation later in Calendar Year 2020 for a 12-month project period of January 1-December 31, 2021. There is never a guarantee of continuation funding for any program or project.

Please note that, unlike the JAG Program, there is no Variable Pass-Through (VPT) requirement to locals for the CESF Program.

III. Eligible Applicants

The CESF Program is open to state agencies, local units of government, tribal governments, and non-profit agencies. A "local unit of government" is defined as any city, county, town, township or other political subdivision of a state.

In addition, the following points should be noted regarding local units of government:

- A. The term "units of local government" includes a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state, or a federally-recognized Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, police departments, sheriffs' offices and public defender's offices are not eligible to apply

directly, but would be the implementing agency for the grant. A city or county would be the legal applicant/recipient and manage grant funds on behalf of the implementing department or agency.

- B. State courts (courts of general jurisdiction) are eligible to apply for funds. However, local courts (magistrate and municipal courts) similar to police departments would have to apply through their local units of government.
- C. A solicitor's office, for grant purposes, is funded as an office within a lead county.

The lead county must meet the following requirements:

- a. Maintain the financial records for the grant
 - b. Include the solicitor's office in its payroll records; and
 - c. Include the financial records of the grants to the solicitor's office in its organization-wide audit.
- D. Information for the following individuals will be required on the Grant Application:
 - a. Project Director – Implementing Agency/Department Head, or person involved in the daily operations of the project.
 - b. Financial Officer - City or County Finance Director, or state agency Chief Financial Officer; and
 - c. Official Authorized to Sign - Mayor, City or County Administrator, or state agency director
- E. While local jurisdictions receiving a direct CESF award from BJA are eligible to apply under the OHSJP's solicitation for CESF funds, priority will be given to locals that did not receive a direct award.

IV. Matching Requirement

The CESF Program does not require a match.

V. Guidelines for the Use of Grant Funds

A. Permissible uses of funds

Projects funded under the CESF Program must have a nexus to criminal justice and be utilized to prevent, prepare for, and respond to the coronavirus. Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

B. Expenditures which require prior BJA approval

There are no specific prohibitions under the CESF Program other than the unallowable costs that are identified in the DOJ Grants Financial Guide; however, the following items should be identified during application and appropriately justified as noted:

- **Individual items costing \$500,000 or more** – if the applicant intends to purchase an individual item that costs \$500,000 or more, those item(s) should be identified and thoroughly justified by the applicant. The OHSJP must apply for and receive written prior approval from BJA on behalf of the applicant for these items.
- **Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV)** – if the applicant requests to purchase an UAS, UA, and/or UAV, Federal Aviation Administration approval must be obtained as outlined here: https://www.faa.gov/news/fact_sheets/news_story.cfm?newsId=22615. Documentation and justification related to these items should be included with the application. The OHSJP must apply for and receive written prior approval from BJA on behalf of the applicant for these items.

C. Prohibition of supplanting

Funds may not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available. The DOJ Grants Financial Guide defines supplanting as: to deliberately reduce state or local funds because of the existence of federal funds. For example, when state funds are appropriated for a stated purpose and federal funds are awarded for that same purpose, the state replaces its state funds with federal funds, thereby reducing the total amount available for the stated purpose. The DOJ Grants Financial Guide is located at the following website for your reference: https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ_FinancialGuide.pdf.

D. Unallowable uses of funds

There are no specific prohibitions under the CESF Program other than the unallowable costs that are identified in the DOJ Grants Financial Guide, located here: https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ_FinancialGuide.pdf.

Please note, CESF funds cannot be used as matching funds for other federal funding programs.

VI. Suspension or Termination of Funding

The SAA may suspend (in whole or in part), terminate funding for, or impose another sanction on a subgrantee for any of the following reasons:

- A. Implementing substantial program changes to the extent that, if submitted originally, the application would not have been approved for funding.

- B. Failure to submit reports (programmatic and/or financial) in a timely manner.
- C. Filing a false certification in this application or other report or document.

VII. Application Criteria and Funding Review Process

All grant applications must be completed using the OHSJP's web-based grants management system, "SCDPS Grants." *SCDPS Grants* can be accessed at <https://www.scdpsgrants.com/>, as well as through the South Carolina Department of Public Safety website at <http://www.scdps.sc.gov/ohsjp/>. All applications will be reviewed equally by the OHSJP staff to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. **Late applications will not be accepted.**

Applications are carefully reviewed to ensure that only projects with a significant chance of success are funded. The OHSJP staff use the following criteria in the development of funding recommendations for the South Carolina Public Safety Coordinating Council.

A. Documentation of need

1. Program Definition - Any funds requested must be for the implementation of a program designed to prevent, prepare for, and respond to the coronavirus.
2. Project Impact - The program should be designed to address the problems and needs of the area to be served. An analysis of how these problems could be improved through the project should be shown.
3. Budgetary Review - Each application will be reviewed to ensure budgetary items are reasonable and costs are allowable.
4. Project Feasibility - Applicants should describe sufficiently and clearly how the project will be implemented.
5. Project Evaluation - Simple, specific, and measurable objectives should be presented, and each objective must be matched with a performance indicator. The performance indicators describe how the grant's objectives will be documented or monitored. Evaluation measures the effectiveness of your program by comparing your objectives with actual accomplishments.

B. Geographical areas of greatest need

C. Jurisdictions with limited resources

D. Current or past grant performance

E. Probability of success

F. Effective utilization of resources

G. Requested grant amount

VIII. Additional Information Requirements and Programmatic Conditions:

A. Applicant Disclosure of Pending Coronavirus Applications

To prevent duplication and/or overlapping of resources the OHSJP will require that **any applications** for direct funding from BJA, the South Carolina Emergency Management Division (SCEMD)/FEMA, or other funds related to the coronavirus response, be provided as attachments to the application. All applications must be included regardless of whether the proposed project is for identical cost items.

B. Approved Budget Attachment Requirement

The FY 2020 CESF Program award will have a retroactive start date of January 20, 2020 and a December 31, 2020 end date. In efforts to ensure that proposed project expenditures were not already approved in the agency's original budget, the OHSJP requires that all applicants submit a current fiscal year agency budget, approved by the agency's budget authority. This budget **must** be provided as an attachment to the application.

C. Employment eligibility verification for hiring under the CESF award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email [EVerify at E-VerifyEmployerAgent@dhs.gov](mailto:EVerifyEmployerAgent@dhs.gov).

C. Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>). In addition, ballistic resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: <https://nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>.

IX. Notification Process

Applicants will be notified in writing by the OHSJP whether their application has been approved or denied for funding. Notices of these decisions are tentatively scheduled for publication in July/August. The FY 2020 grant period is currently scheduled for January 20, 2020 – December 31, 2020.

X. Application Process-SCDPS Grants

The grant application must be completed using the OHSJP's web-based grants management system, *SCDPS Grants*. *SCDPS Grants* can be accessed at <https://www.scdpsgrants.com/>, as well as through the South Carolina Department of Public Safety website at <http://www.scdps.sc.gov/ohsjp/>.

IMPORTANT NOTE! New users must submit their subgrantee user registration request by Friday, May 22, 2020.

The application must be fully complete and submitted via SCDPS Grants prior to the application deadline, which is **Friday, June 5, 2020**. Required/supporting documents, letters of cooperation, and appendices relating to the application may be uploaded as attachments to an application on *SCDPS Grants* or forwarded to the address below with the **application number written on the documents**. Any supporting documentation must be **received** by the South Carolina Department of Public Safety by 5:00 PM on the application due date. Postmarked dates are not acceptable.

*Ms. Kayla Boston
S.C. Department of Public Safety
Office of Highway Safety and Justice Programs
Post Office Box 1993
Blythewood, South Carolina 29016*

Please be aware that *SCDPS Grants* will allow application submissions until 11:59 PM on the application due date. However, staff will not be available to assist with application questions after 5:00 PM.

For programmatic questions, you may contact Aloysius Anderson at (803) 896-8711 or Alicia Smith at (803) 896-7640. Contact Penny Baskin in Accounting-Grants for any financial questions at (803) 896-8412.

Grant Application Check List

The following items explain the standards by which each application is judged. Past experience has shown that projects are successful because one person or a group of people have identified a problem, developed a solution, and carefully designed a plan to arrive at the solution. The grant application leads the grant applicant through a structured approach to problem solving. Successful applicants use these pages to help the reviewer see the problem and easily understand the proposed solution.

Budget and Description –

- ☐ Proposed expenditures are reasonable, adhere to application guidelines
- ☐ Equipment/personnel is documented as necessary
- ☐ Each expenditure is explained **in detail** in the budget narrative
- ☐ Agency current fiscal year authority approved budget

Problem Statement –

- ☐ The problem and/or need the project will address is defined exactly as it exists in **your particular community** (focus on the needs of your area and how the project will meet those needs)
- ☐ **Local** information and statistics are provided to support the request for funding (do not use statewide information alone to support the development of a local level project)
- ☐ Existing efforts, current resources, and programs being utilized to deal with the problem are **thoroughly** addressed

Project Purpose –

- ☐ At least one distinct purpose/goal has been identified
- ☐ Project purpose/goal is S.M.A.R.T. (specific, measureable, achievable, relevant, and time-bound)

Project Objectives –

- ☐ The objectives are specific and measureable to show how the goal will be achieved
- ☐ There is at least one objective per goal listed

Performance Indicators –

- ☐ There is a performance indicator per project objective identified
- ☐ Each indicator shows how each objective will be measured and what methods will be used to evaluate progress towards achieving the objectives and goals.

Project Evaluation –

- ☐ Explain who will examine the project's objectives and performance indicators
- ☐ Explain how that person will determine the extent to which the entire project has solved the stated problem
- ☐ Evaluation is supported by the performance indicators and includes a comprehensive plan to provide an overall assessment of project effectiveness

Other Relevant Requirements –

- ☐ Attach applications for direct funding from BJA, the South Carolina Emergency Management Division (SCEMD)/FEMA, and/or other disaster funds related to the coronavirus response in the Documents section of the online application.
- ☐ Attach the agency's current approved budget (See Pg. 5 VIII. B.)
- ☐ The implementation schedule should contain information on the timing of activities
- ☐ The total project area population and number of certified officers (if applicable) must be provided and letters of support from all entities involved in multijurisdictional projects should be attached
- ☐ The name, title, address, phone, and email information must be completed on the online application for the Project Director, Financial Officer and Authorized Official. Original signatures will only be required once a grant award is made